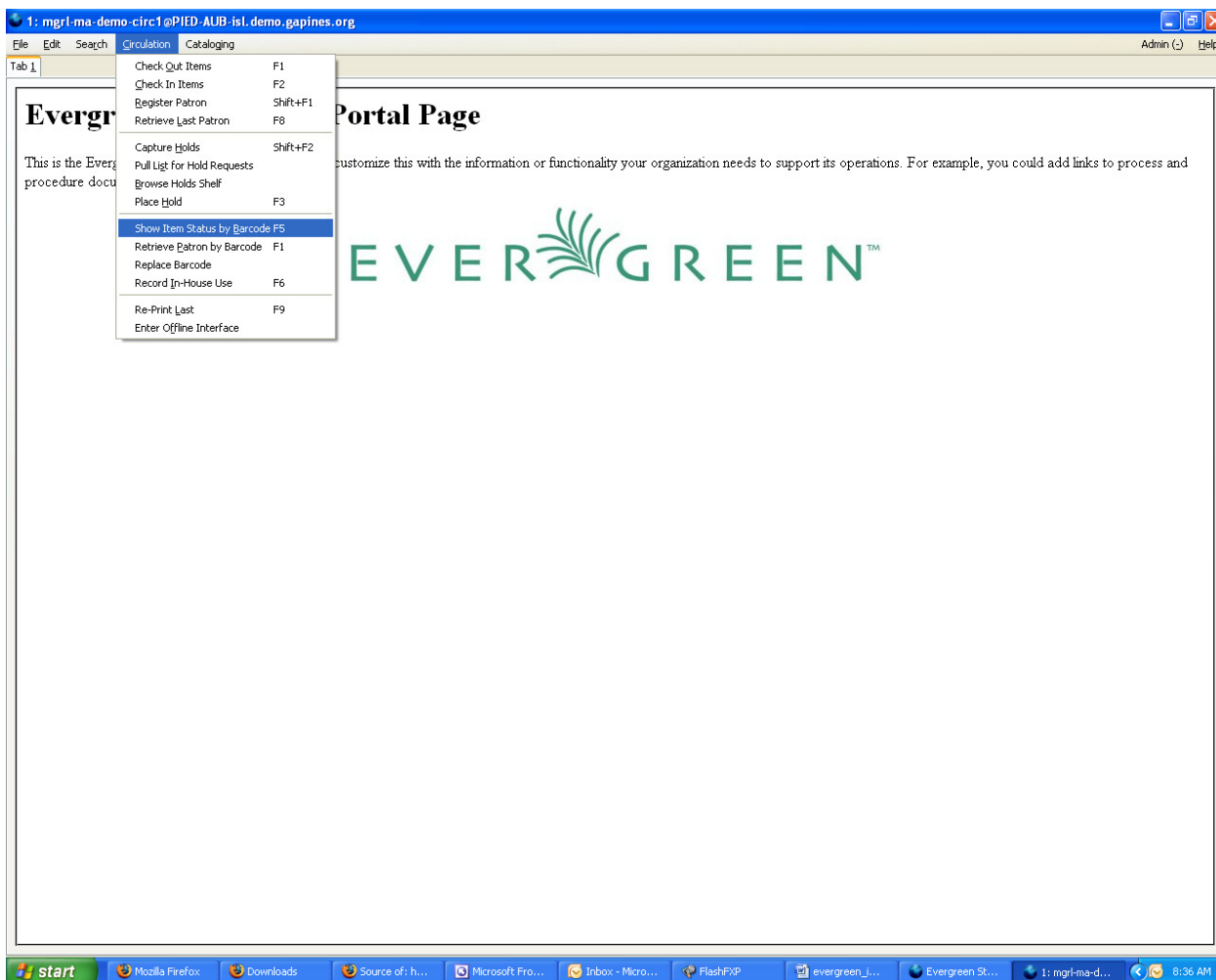




Staff Tutorials

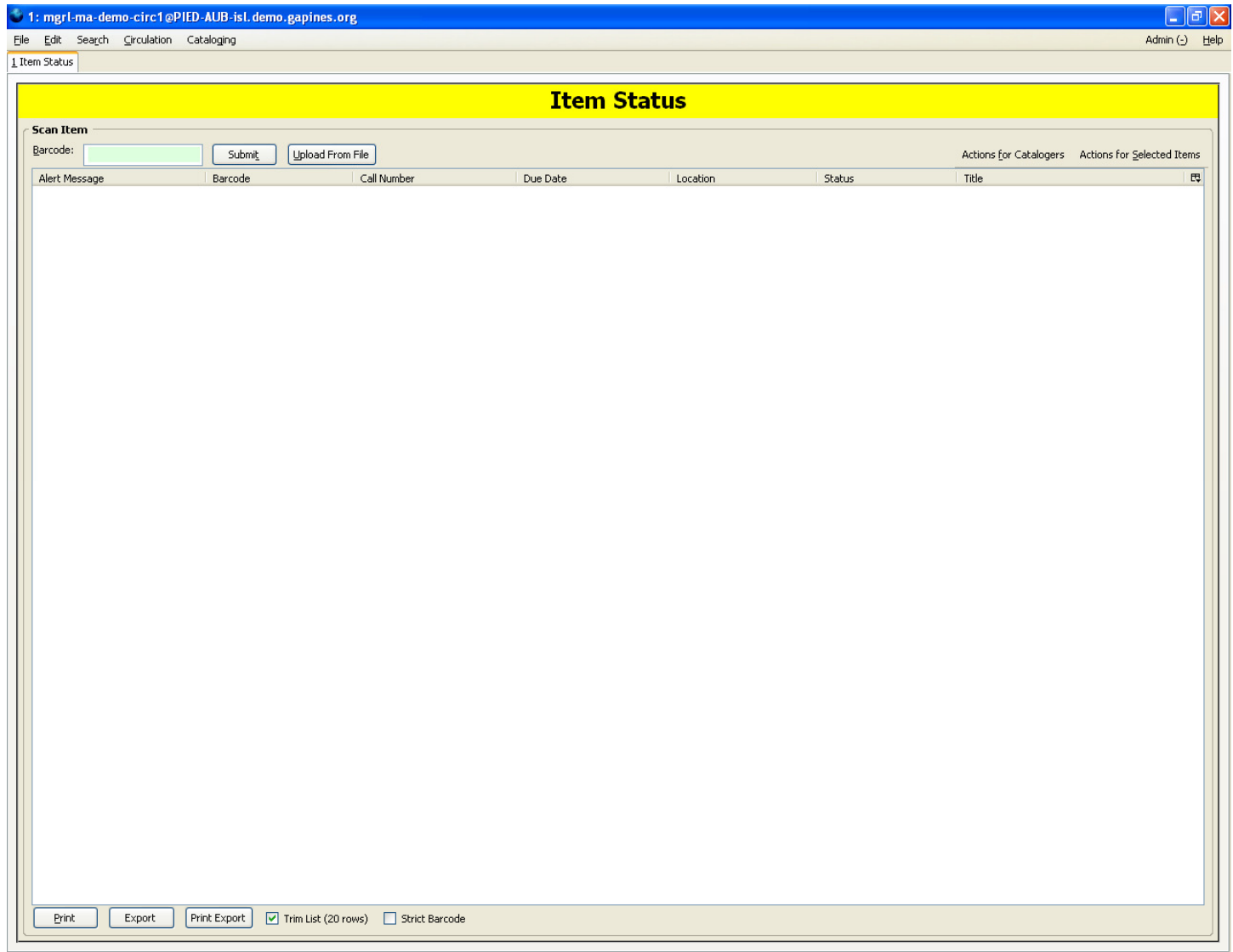
Viewing Recent Circulations by Item

To view recent circulations for a particular item start by accessing the “Circulation Menu” and clicking “Show Item Status By Barcode”



Item Status

From the Item Status window scan or type the barcode of the item you wish to view circulation information on.



1: mgrl-ma-demo-circ1@PIED-AUB-isl.demo.gapines.org

File Edit Search Circulation Cataloging Admin (-) Help

1 Item Status

Item Status

Scan Item

Barcode: Submit Upload From File

Actions for Catalogers Actions for Selected Items

Alert Message	Barcode	Call Number	Due Date	Location	Status	Title
---------------	---------	-------------	----------	----------	--------	-------

Print Export Print Export ☒ Trim List (20 rows) ☐ Strict Barcode

After entering the barcode, click on “Actions for Selected Items” and “Show Last Few Circulations”

The screenshot shows the 'Item Status' page in the Evergreen Indiana library system. The page title is 'Item Status' with a subtitle '123456 -- Item is circulating.' Below this is a 'Scan Item' section with a barcode input field and 'Submit' and 'Upload From File' buttons. A table displays item information:

Alert Message	Barcode	Call Number	Due Date	Location	Status	Title
	123456	12345	2008-09-11	Stacks	Checked out	Went on a great adve

At the bottom of the table, there are buttons for 'Print', 'Export', and 'Print Export', along with checkboxes for 'Trim List (20 rows)' and 'Strict Barcode'. A context menu is open over the table, showing options under 'Actions for Selected Items', with 'Show Last Few Circulations' highlighted.

Windows taskbar at the bottom shows the Start button and several open applications: Mozilla Firefox, Downloads, Source of: h..., Microsoft Pro..., Inbox - Micro..., FlashFXP, evergreen_j..., Evergreen St..., and 1: mgrl-ma-d... The system clock shows 8:38 AM.

Circulation History

The following screen will show the three most recent circulations for the item.

Record Summary

Title: Went on a great adventure :

Author: Rabbit, Peter

TCN: (AUTOGEN) 31

Created By: (MGRL-RO) [mgrl-ro-demo-globaladmin](#)

Edition:

Last Edited By: (MGRL-RO) [mgrl-ro-demo-globaladmin](#)

([View MARC](#))

Pub Date: 1982

Last Edited On: 03/27/08

Item Summary

Alert Message	Barcode	Call Number	Circ Lib	Location	Owning Lib	Status	Total Circs
	123456	12345	MGRL-ID	Stacks	MGRL-ID	Checked out	3

[Alternate View](#)
[Save Columns](#)
[Copy to Clipboard](#)
[Print Export](#)

Last Few Circulations

Smith, Jeremiah

Circ ID: 1392

Add Billing

Check Out Time

2008-08-28 10:05

Due Date

2008-09-11

Stop Fines Time

Check In Time

Check Out Lib

PIED-AUB

Renewal

No

Stop Fines Reason

Check In Lib

Dintaman, Sonya

Circ ID: 604

Add Billing

Check Out Time

2008-06-12 14:43

Due Date

2008-06-26

Stop Fines Time

2008-06-25 10:41

Check In Time

2008-06-25 10:41

Check Out Lib

PIED-AUB

Renewal

No

Stop Fines Reason

CHECKIN

Check In Lib

BROOK-HQ

Reynolds, Burt Darnelle : 1234567

Circ ID: 176

Add Billing

Check Out Time

2008-03-27 16:02

Due Date

2008-04-10

Stop Fines Time

2008-05-12 03:50

Check In Time

2008-05-12 03:50

Check Out Lib

MGRL-RO

Renewal

No

Stop Fines Reason

CHECKIN

Check In Lib

MGRL-RC

Retrieve Last Patron

Retrieve All These Patrons

Done

If the item was returned damaged, lost, etc., staff can retrieve the last patron to circulate the item and add a bill.

Bill Patron Wizard

Smith, Jeremiah : 123456

Summary

Bill #	1392	Total Billed	Title	Went on a great adventure :
Type	circulation	Total Paid	Checked Out	2008-08-28
Start	2008-08-28T10:05:49	Balance Owed	Due Date	2008-09-11
Finish		Renewal?	Checked In	

Create Bill

Location: Auburn Public Library

Transaction Type: Circulation

Billing Type: Damaged material

Amount: 16.54

Note: Book was left in the rain.

Cancel Submit this Bill